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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

FROM : Chief, Intelligence Production Faculty

SUBJECT: Weekly Activities Report No. 40  
1 October - 7 October 1958

DATE: 8 October 1958

I. SIGNIFICANT ITEMS

Nothing to report

II. OTHER ACTIVITIES

A. On Thursday, 3 October, twelve of the thirteen students enrolled in Writing Workshop No. 21 completed the course. Because of an emergency in her office, one student was unable to complete the course.

B. Fifteen students have enrolled for Effective Writing No. 18 which begins on Thursday, 9 October.

C. To give the students the experience of speaking in an auditorium, Professor [ ] has arranged for the last two sessions of the Effective Speaking course -- 8 and 15 October -- to be held in 117 Central Building.

D. On Friday, 3 October, Mr. [ ] attended the briefing of the new J.O.T. class at 117 Central Building.

E. On Thursday, 2 October, and Friday morning, 3 October, Dr. [ ] attended the International Business Machines Corporation Computer Conference at Vanguard Test Center. The conference held for eighteen Agency people was a familiarization demonstration, principally for OCR. Dr. [ ] participation was related to the survey of OCR training needs.

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[ ] currently busy in preparing map and other exercises for 12-week DDJ-JOT program.

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NO CHANGE in Class. ☒

☐ DECLASSIFIED

Class. CHANGED TO: TS S C

DDA Memo, 4 Apr 77

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Date: 13 March 1978 By: [ ]

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